



Marudhar Kesari Jain College for Women

(A Project of Sri Marudhar Kesari Jain Trust)

Recognised u/s 2(f) & 12(B) by UGC Act, 1956 - Permanently Affiliated to Thiruvalluvar University

Re-Accredited by NAAC with "A" Grade - An ISO 9001:2015 Certified Institution



INTERNAL COMPLAINTS COMMITTEE

Guidelines and Procedures

The Internal Complaints Committee was established in the year 2016. The Grievance Redressal Committee is established to provide a platform for redressal of genuine grievances of innocent students which could not be solved at the department level. As per the AICTE regulations, this cell has been constituted.

Functions of the committee:

- To make officials of the college responsive, accountable and courteous in dealing with the students.
- To ensure effective solution to students' grievances with an impartial and fair approach
- The function of the cell is to look into complaints lodged by any student and judge its merit.
- The cell is also empowered to look into matters of harassment
- In case the person is unwilling to appear in self, grievance may be dropped in writing at the letter box/suggestion box kept in each block.

Process being followed:

- The aggrieved student has to submit in writing his grievances which could not be solved at department level.
- The grievance shall be considered at the earliest by the committee.
- The complaint management mechanism is carried out in 3 levels.
- The department level grievances are attended by concerned class advisors and department heads.
- One coordinator in each department act as a facilitator to communicate and sort out grievances at department level.
- Unsolved Institution grievances at the department level are referred to Grievance Cell of Institution.
- Suggestion box is also provided in each building for students to present their grievances.



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Internal Complaints Committee has been constituted with the following members

S.No	Name of Faculty	Designation	Capacity
1	Dr.M.Inbavalli	Principal	Chairperson
2	Ms.S.Abirami	Head& Assistant Professor	Member
3	Ms.K.Rajeswari	Head& Assistant Professor	Member
4	Ms. S.Nishanthi	Assistant Professor	Member
5	Ms.L.Gayathri	Assistant Professor	Member
6.	Ms.K.Lavanya	MCA	Student Representative
7	Ms.M.Asha	MCA	Student Representative
8	Ms.S.Sneha	MCA	Student Representative
9	Ms.D.Narmadha	MCA	Student Representative

INTERNAL COMPLAINTS COMMITTEE ON HARASSMENT

Marudhar Kesari Jain College for Women is committed to provide secured academic and work environment for girl students and women employees. As per the guidelines given by UGC regarding the "Harassment of women at workplace (prevention, prohibition & Redressal) Act,2013", an Internal complaints committee has been established in the year 2016 and continue to work since then. The college has an Internal complaints committee which looks swiftly and diligently into matters related to any harassment. Marudhar Kesari Jain College for Women has tried to create awareness on the issue of harassment by conducting workshops and lectures by lawyers and activists.



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OBJECTIVES

- To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of harassment of women.
- To raise awareness on harassment in the campus.
- To deal with cases of harassment in a time bound manner, aiming at ensuring support services to the victimized, prevention and termination of the harassment.
- To uphold women's Right to Protection against Harassment and for the prevention and redressal of harassment of women.
- To evolve a permanent mechanism for the prevention, prohibition and redressal of harassment of women at MKJC.

WHAT CONSTITUTES HARASSMENT?

According to "The Harassment of women at work place (prevention, prohibition and Redressal Act, 2013" An unwanted conduct with undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment and any further adverse consequences and includes any one or more the following unwelcome act or behavior

- Any unwelcome physical, verbal or non-verbal conduct of nature
- Demand or request for favour.
- Making coloured remarks.
- Physical contact and advances
- Showing pornography
- Use of electronic media (phone, internet. intranet) for perpetrating any of the above
- Any other unwelcome physical, verbal or non-verbal conduct of a nature.



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Working of Internal Complaints Committee - Women will be as per guidelines issued,

- All complaints will be dealt with confidentially.
- Only matters pertaining to sexual harassment and/or discrimination of staff and students will be under the jurisdiction of ICC.
- Other conflicts and grievances if any should be submitted to the respective Grievance Redressal Cells (either for Staff or Students) or to the Discipline Committee.
- All students and staff are bound to obey the rules specified in the College Manual and any complaint regarding the same is not under the purview of the ICC.

PRINCIPAL
Marudhar Kesari Jain College
for Women
Vanivambadi - 635 751.